

TO: Test Coordinators

FROM: Dawn Maddox, Director
Data Analysis and Reporting

DATE: September 21, 2004

RE: MAP Data Corrections and Appeals

This message is intended to clarify the types of correction and appeal opportunities that exist and the timelines and procedures for each.

1. APPEAL REQUESTS FOR RESCORING THROUGH CTB/MCGRAW-HILL

DEADLINE: October 19, 2004

1. Appealing a student's MAP score. This request is typically initiated when there is a compelling reason to believe a student's score should be higher (e.g., the MAP score is not consistent with overall classroom performance).
2. Investigation/verification of Level Not Determined (LND). This request is typically utilized when a test may have been completed in ink or a test may have been inadvertently invalidated by filling in one of the teacher-invalidation bubbles on the inside back cover of the test booklet.

To request an appeal from CTB/McGraw-Hill, the school district superintendent or designee must submit a written request describing the reason for appealing an Individual Student Report. The written request must include a compelling reason for the appeal and be submitted with the Student Report Appeal Fax Form. (The Student Report Appeal Fax Form was sent with the Phase I report packages.) This form should be mailed to: Cherry dela Victoria, MAP Scoring Lead, CTB/McGraw-Hill, 20 Ryan Ranch Road, Monterey, CA 93940 or faxed to: 1-800-282-4279. To obtain a copy of the fax form or a detailed explanation of this process, please call CTB/McGraw-Hill at 1-800-544-9868, and select option 2.

2. STUDENT DEMOGRAPHIC CORRECTIONS THROUGH DESE WEBSITE

DEADLINE: October 15, 2004

A Web application called "MAP Student Demographic Update" allows the user to correct student demographic data in the MAP database. The application can be accessed at <https://k12apps.dese.mo.gov/webapps/logon.asp>. Corrections are limited to those fields reported via the Student Information Sheet (SIS) on the back of the MAP test booklet. Detailed information was sent via the Superintendent's Mailbag on September 8th and via the Assessment listserv on September 14th.

If you have questions about this update opportunity or the web screen, please contact the Data Analysis and Reporting section at 573-751-6849.

3. OTHER DATA CHANGES

DEADLINE: October 15, 2004

Any MAP data changes that cannot be made via one of the two processes outlined above should be requested in writing to the Department. The written request must be made by the superintendent on district letterhead. The request should include an explanation of the requested change and identifying information for each student (name, date of birth, content, grade level, student element number, etc...). Requests should be sent to the Data Analysis and Reporting section, Attention: Dawn Maddox, P.O. Box 480, Jefferson City, MO 65109. Requests include, but are not limited to, the following examples.

1. Level Not Determined (LND) removal due to student transfer or withdrawal during the test administration
2. LND removal due to duplicate records
If your district takes advantage of precoding services, it is extremely important to ensure that all SIFs are placed inside the appropriate test booklet. If the SIF gets separated from the test booklet, the student will be placed in LND.
3. Student score reported to the incorrect building

If you have questions about the appeals/corrections outlined above, please call the Data Analysis and Reporting section at 573-751-6849.

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